

Facilities Management

Budget Presentation
Fiscal Year 2025-2026





**Finance (15)
Facilities Only**

Department Budget Summary by Fund

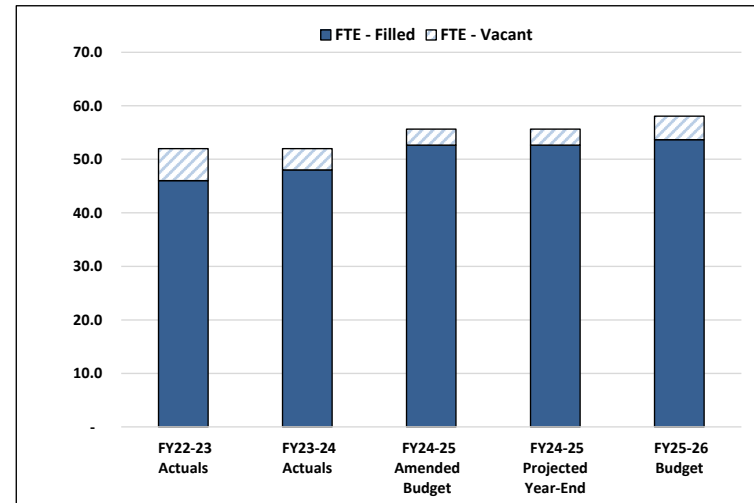
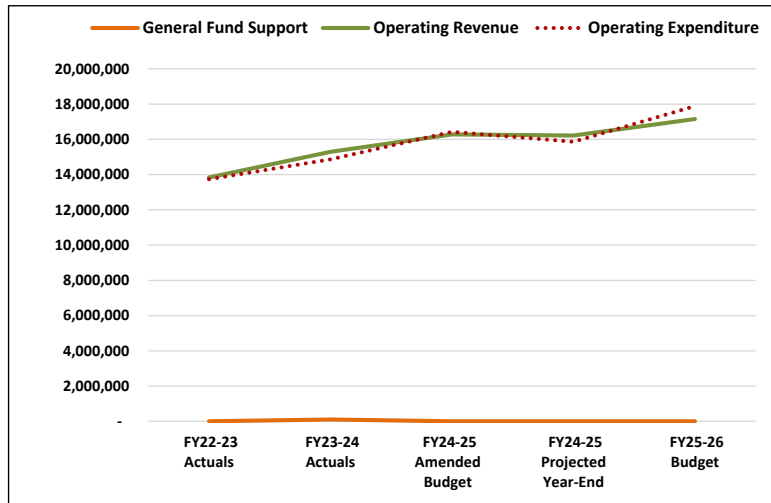
Line of Business	Program	FY25-26 Facilities Management Fund (744)	FY25-26 Total Budget	FY25-26 General Fund Support in Budget*	% of Total	FY25-26 FTE **		
						Total	Filled	Vacant
Courier & Mail Operations Services	Courier & Mail Operations	828,745	828,745	-	0%	3.7	3.7	-
Facilities Management	Facilities Administrative Services	3,337,781	3,337,781	-	0%	13.9	11.5	2.4
	Facilities Construction	1,733,052	1,733,052	-	0%	11.0	11.0	-
	Facilities Maintenance	8,513,662	8,513,662	-	0%	29.0	27.0	2.0
	Utilities	3,988,380	3,988,380	-	0%	0.5	0.5	-
TOTAL		18,401,620	18,401,620	-	0%	58.1	53.7	4.4
FY24-25 Budget (Amended)		17,023,756	17,023,756	-	0%	55.7	52.7	3.0
\$ Increase (Decrease)		1,377,864	1,377,864	-		2.4	1.0	1.4
% Increase (Decrease)		8%	8%	-		4%	2%	47%

* General Fund Support is a subsidy, net of any other revenue received by the department

** FY25-26 FTE: The figures align to each department's updated personnel counts

**15-Finance / 744-Facilities Management Fund
Summary of Revenue and Expense**

	FY22-23 Actuals	FY23-24 Actuals	FY24-25 Amended Budget	FY24-25 Projected Year-End	FY25-26 Budget	<u>Budget to Budget:</u>		<u>Budget to 3-Year Average:</u>	
						\$	%	\$	%
						Variance	Variance	Variance	Variance
Beginning Fund Balance	2,163,456	461,751	747,133	886,823	1,244,987	497,854	67%	74,310	6%
Taxes	-	-	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts	399,333	-	-	3,301	-	-	-	(134,211)	-100%
Charges, Fees, License, Permits	10,662,963	12,007,087	16,276,161	15,861,582	16,740,315	464,154	3%	3,896,438	30%
Revenue from Bonds & Other Debts	-	-	-	-	-	-	-	-	-
All Other Revenue Resources	2,772,882	3,177,808	463	353,925	416,318	415,855	89817%	(1,685,220)	-80%
Other Interfund Transfers	-	-	-	-	-	-	-	-	-
General Fund Support	-	99,545	-	-	-	-	-	(33,182)	-100%
Operating Revenue	13,835,178	15,284,441	16,276,624	16,218,808	17,156,633	880,009	5%	2,043,824	14%
Total Revenue	15,998,634	15,746,192	17,023,757	17,105,631	18,401,620	1,377,863	8%	2,118,134	13%
Personnel Services	6,337,104	7,266,683	8,134,913	7,670,342	8,640,555	505,642	6%	1,549,178	22%
Materials and Services	7,265,248	7,490,756	8,078,321	8,040,166	9,025,117	946,796	12%	1,426,393	19%
Capital Outlay	134,530	101,929	210,522	150,136	221,253	10,731	5%	92,388	72%
Operating Expenditure	13,736,883	14,859,369	16,423,756	15,860,644	17,886,925	1,463,169	9%	3,067,960	21%
Debt Service	-	-	-	-	-	-	-	-	-
Special Payments	-	-	-	-	-	-	-	-	-
Transfers	1,800,000	-	-	-	-	-	-	(600,000)	-100%
Contingency	-	-	600,000	-	514,696	(85,304)	-14%	514,696	-
Total Appropriated	15,536,883	14,859,369	17,023,756	15,860,644	18,401,621	1,377,865	8%	2,982,656	19%
Reserve for Future Expenditures	-	-	-	-	-	-	-	-	-
Total Expense	15,536,883	14,859,369	17,023,756	15,860,644	18,401,621	1,377,865	8%	2,982,656	
Revenues Less Expenses	461,751	886,823	-	1,244,987	-				
<u>Full Time Equivalent (FTE)</u>					<i>As Of 03/2025</i>				
FTE - Total	52.0	52.0	55.7	55.7	58.1	2.4			
FTE - Filled	46.0	48.0	52.7	52.7	53.7	1.0			
FTE - Vacant	6.0	4.0	3.0	3.0	4.4	1.4			



FY25-26 Looking Ahead

CHALLENGES

Maintenance

- The overall sq. ft. (Facilities Cost Driver) has increased the past (3) years from 955,738 in FY23-24, to 966,941 in FY24-25, to 1,157,747 in FY25-26, with no staff increase.

Construction

- Tariffs – May increase materials costs and create new long lead items.

Courier & Mail Operations

- Significant increase in both mail postage costs (+30%) and the volume (+26%) of mail processed.

OPPORTUNITIES

Construction

- Completing several high priority projects this calendar year (FY24-25) will allow Construction to work through the back log of smaller projects in FY25-26.
- Develop strategies and implement trades contracts to bridge gaps in our current workforce capabilities to ensure seamless deliverables to our customer base with faster completions.

Administrative Services

- In FY25-26 we are looking to begin the implementation of a new inventory management module within our asset management system. This should reduce the volume of unnecessary purchases of overstock, while also allowing us to set minimum and maximum order thresholds for common items. Once implemented, efficiencies in expenses (travel time and purchasing) should be realized.